

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

LINGLING FAN,

Plaintiff,

-against-

ANCHOR GENERAL INSURANCE
COMPANY,

Defendant.

24-CV-8911 (MKV)

ORDER

MARY KAY VYSKOCIL, United States District Judge:

Plaintiff, who is proceeding *pro se*, filed a letter requesting that the Court grant Plaintiff access to the Electronic Case Filing system remotely without the need for in-person training. [ECF No. 18]. Plaintiff may [consent to electronic service](#) to receive notifications of court filings by email, rather than relying on regular mail delivery¹ and plaintiff can also request the court for [permission to file documents electronically](#). However, Plaintiff must submit the required forms and follow the required procedures. The forms, including instructions for consenting to electronic service and requesting permission to file documents electronically, may be found by clicking on the hyperlinks in this order or by accessing the forms on the court's website, nysd.uscourts.gov/forms. If Plaintiff chooses not to attend the required in-person training to facilitate electronic filing, Plaintiff can and should continue to file all communications or requests through the Pro Se intake office. Plaintiff can consent to electronic service without attending any in-person training as it is not required.

Failure to comply with this Order or with any order of the Court or failure to comply with the FRCP, the Local Rules for the SDNY or this Court's Individual Practice Rules, or

¹ If Plaintiff consents to receiving electronic service, Plaintiff will no longer receive paper copies of case filings, including motions, decisions, orders, and other documents.

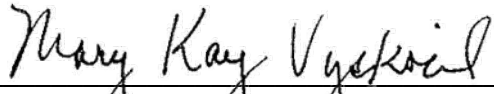
the parties' discovery or other obligations thereunder may result in sanctions, including monetary penalties on counsel and/or the parties, dismissal or preclusion of claims, defenses, arguments, or evidence.

The Clerk of Court is respectfully directed to mail a copy of this order to Plaintiff.

The Court certifies under 28 U.S.C. § 1915(a)(3) that any appeal from this order would not be taken in good faith, and therefore *in forma pauperis* status is denied for the purpose of an appeal. *Cf. Coppedge v. United States*, 369 U.S. 438, 444-45 (1962) (holding that an appellant demonstrates good faith when he seeks review of a nonfrivolous issue).

SO ORDERED.

**Date: July 9, 2025
New York, NY**



MARY KAY VYSKOCIL
United States District Judge

CONSENT TO ELECTRONIC SERVICE

I hereby consent to receive electronic service of notices and documents in my case(s) listed below. I affirm that:

1. I have regular access to my e-mail account and to the internet and will check regularly for Notices of Electronic Filing;
2. I have established a PACER account;
3. I understand that electronic service is service under Rule 5 of the Federal Rules of Civil Procedure and Rule 5.2 of the Local Civil Rules, and that I will no longer receive paper copies of case filings, including motions, decisions, orders, and other documents;
4. I will promptly notify the Court if there is any change in my personal data, such as name, address, or e-mail address, or if I wish to cancel this consent to electronic service;
5. I understand that I must regularly review the docket sheet of my case so that I do not miss a filing; and
6. I understand that this consent applies only to the cases listed below and that if I file additional cases in which I would like to receive electronic service of notices of documents, I must file consent forms for those cases.

Civil case(s) filed in the Southern District of New York:

Please list all your pending and terminated cases to which you would like this consent to apply. For each case, include the case name and docket number (for example, John Doe v. New City, 10-CV-01234).

Name (Last, First, MI)

Address

City

State

Zip Code

Telephone Number

E-mail Address

Date

Signature

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

Write the full name of each plaintiff or petitioner.

-against-

____ CV _____

**MOTION FOR PERMISSION FOR
ELECTRONIC CASE FILING**

Write the full name of each defendant or respondent.

I respectfully ask the Court for permission to participate in electronic case filing ("e-filing") in this case. I affirm under penalty of perjury that:

1. I have reviewed the Court's Electronic Case Filing Rules & Instructions, available at <http://nysd.uscourts.gov/ecf/ECF%20Rules%20Revision%20031714.pdf>, and agree to abide by them.
2. I completed the Court's CM/ECF introduction course¹ on _____.
3. I understand that once I register for e-filing, I will receive notices and documents only by e-mail in this case and not by regular mail.
4. I understand that if I am granted permission to participate in e-filing, I must file my documents electronically and I may not submit documents to the Pro Se Intake Unit for scanning and docketing.
5. I understand how to convert a document to PDF-A format.
6. I have regular access to the technical requirements necessary to e-file successfully:

☐ a computer with internet access and a word processor

type of computer I will be using: _____

type of word processor I will be using: _____

¹ You may register for the course on the Court's website: http://nysd.uscourts.gov/ecf_training.php.

☐ an e-mail account (on a daily basis) to receive notifications from the Court and notices from the e-filing system

☐ a scanner to convert documents that are only in paper format into electronic files

scanning equipment I will be using: _____

☐ a PDF reader and a PDF writer to convert word-processing documents into PDF format, the only electronic format in which documents can be e-filed

version of Adobe Acrobat or other PDF reader and writer that I will be using:

☐ a printer or copier to create required paper copies such as chambers copies.

7. I understand that I must regularly review the docket sheet of the case so that I do not miss a filing.

8. I understand that if my use of the ECF system is unsatisfactory, my e-filing privileges may be revoked, and I will be required to file documents in paper.

Dated

Signature

Name

Address

City

State

Zip Code

Telephone Number

E-mail Address